



Housing Accommodation Request Guidelines

Shenandoah University is committed to providing reasonable accommodations in its housing policies and practices where necessary for SU students with disabilities to use and enjoy housing, in accordance with the Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act of 1974. Shenandoah University recognizes that students with disabilities may require (an) accommodation(s) to fully participate in the residential component of their experience at SU. Shenandoah University does not charge a student additional fees for disability-related accommodations.

These guidelines provide information on the process to request housing accommodations, and may be updated as needed. Please read the information thoroughly. A summary of the process to request a medical single is located at the end of this policy for ease of understanding and clarity.

Requesting a Housing Accommodation

SU students with disabilities may request accommodations in their residence halls during the housing application process. Simply indicate the need for housing accommodations when prompted during the online application. If you have questions, about the housing application process, please visit <https://www.su.edu/campus-life/residence-halls/apply-for-campus-housing/shenandoah-university-housing-application/>.

After you have completed the online housing applications, you will need to submit formal and recent documentation to support your request to the Elizabeth Athey, Access & Support Specialist at Elizabeth.athey@su.edu. The documentation needs to state the diagnos(es) and the functional limitation(s) which make living with a roommate a non-viable option. Please note that no one particular diagnosis automatically qualifies a student for a single room. **The documentation must clearly outline the impact of the diagnosis for which a single room is warranted, and for which other accommodations will not suffice.** For example, a student with ADHD may request a single room due to the need for a private place to study. In this case, the private rooms within the library are an appropriate alternative to a single room accommodation.

Documentation Requirements

- Must be dated within the last year
- Must be on letterhead and signed
- Must include the diagnos(es)
- Must include the functional limitations of the diagnosis that necessitate a single room



It is recommended that requests for accommodated housing be submitted by posted housing deadlines. For new students for the fall semester, this is typically May 31st. For the spring semester, it is December 15th. Placement into a single room is dependent upon availability. Approved students may be placed on a waitlist if no rooms are available, potentially resulting in placement with a roommate until such a time a medical single room becomes available. Questions regarding hall and room assignments should be directed to Residence Life.

Temporary Housing Accommodations

Temporary medical conditions, such as injury and/or recovery that involves less than six months' time, do not fall under the ADA and therefore do not automatically qualify for accommodations. However, Shenandoah University strives to support all students and will make every effort to ensure an accessible environment. Students with temporary medical conditions are encouraged to reach out to Residence Life to determine what options might be available.

Medical Single Housing Committee Meeting

The Medical Single Housing Committee, consisting of representatives from Student Support Services, Residence Life, legal services, Counseling and the Wellness Center, convenes on a periodic basis throughout the year to review housing accommodation requests, including documentation provided. Students should provide supporting documentation as soon as possible after completing the housing application. If students have already applied, or are already living on campus, they can simply submit their documentation to Student Support Services for consideration at the next meeting.

Decision Regarding Request

Accommodation requests are determined by the Housing Committee on a case-by-case basis, according to documented need and prevailing standards for reasonable accommodations. Housing accommodations are made after a determination of:

1. The student's disability status
2. Whether his/her disability necessitates adjustments to the living environment
3. Available housing options
4. Whether the request is considered an undue financial and/or administrative burden
5. Whether the request is considered a fundamental alteration of the SU's Residence Life and Housing policies
6. Whether the request poses a direct threat to the health and/or safety of others
7. Whether the request would cause substantial property damage to the property of others, including SU property

After the Committee has decided regarding the student's request, Student Support Services will notify the student of its decision by e-mail.



Length of Approval

Students may be approved for medical single rooms for their entire time at SU, for one academic year, for one semester or for a specific time span surrounding a recovery process. Length of approval will be based on the documentation provided and the standards of practice.

Denial of Accommodation

If the Committee determines a requested accommodation is not approved, the student is invited to participate in an interactive process with Student Support Services to determine if there are alternate accommodations that might effectively meet the individual's disability-related needs, or if additional documentation may be needed. Providing additional documentation re-engages the student in the Housing Accommodation Request Process and allows the Committee to reconvene on the student's request using the additional information.

Timing and Renewal of Requests

1. Requests for medical singles may take up to thirty (30) days to process. Requests received in December may take longer.
2. Students may submit a request form at any time. Students are encouraged to consider meeting dates and deadline information posted on the Residence Life website and may also call Residence Life to request information about those timelines. Students should also be mindful of the high demand for on-campus housing and the fact that available housing inventory fluctuates throughout the year. Early submission of requests assists staff in determining appropriate accommodations on a timely basis. While accommodation requests submitted after any applicable deadline will be accepted, SU cannot guarantee the availability of rooms for assignment that will meet specific accommodation needs.
3. Housing accommodation requests are processed in accordance with the guidelines in place at the time the request is made. Students approved for housing accommodations are generally approved for renewal of those accommodations for the subsequent housing term, unless the approved accommodation(s) are related to a temporary disability or temporary need.
3. Should students choose to decline (an) approved housing accommodation(s) after approval, then request previously approved accommodation later, the student's request will be re-evaluated through the Committee. The student may be asked for additional documentation and to engage in an interactive process with Student Support Services to help with the decision-making process. If the documentation is older than one year by that time, new documentation will be required.
4. Students who have (an) approved housing accommodation(s) who move off campus will need to complete the entire process if they wish to return to a medical single room on campus.



Housing Assignment Responsibility

Participating in the Housing Accommodation Request process does not relieve students of their responsibilities to adhere to Residence Life policies and procedures to secure housing assignments (note – students waiting on the approval process should still participate in the housing lottery). Approvals for housing accommodations do not indicate a guaranteed housing assignment. Student Support Services is unable to guarantee housing assignments and all students are required to secure housing placement through Residence Life. Students should be aware that being approved for a housing accommodation is a different and separate process than housing placement through Residence Life. Once students go through the housing accommodation process, Residence Life is responsible for housing placement and assignments. Please contact Residence Life directly for questions regarding the process for securing a housing assignment and specific housing assignment questions.

If you have any questions about this process, or need additional information, please contact Elizabeth Athey at Elizabeth.athey@su.edu or (540) 665-4928.